



**Business Incubator Association  
of New York State, Inc.**

## **POSTING FOR DEPUTY DIRECTOR'S POSITION -**

***The Business Incubator Association of New York is a member-led association of over 100 business incubators and accelerators across New York State. The association was established in 2005 and provides networking opportunities, educational programming, and advocacy on behalf of its members.***

BIANYS is interviewing candidates for the position of part-time Deputy Director. The successful candidate will be required to work between 8 and 15 hours per week. However, a flexible schedule may be discussed. The rate of pay being offered is \$30 - \$37 per hour based on experience. There are no fringe benefits associated with this position. The majority of the work will be done virtually. There may be some travel required to assist with statewide and regional events. All travel costs associated with this travel will be reimbursed. Travel would be infrequent.

The position of Deputy Director with BIANYS delivers a remarkable opportunity for candidates interested in the inner workings of the entrepreneurial and innovation ecosystem across New York State. You will have opportunities to meet with statewide decision-makers, leaders of university-based and independent incubators and accelerators, and investors who work with founders in industry segments from clean energy to cannabis, agribusiness to biotech, fintech to realtech and more - across New York State.

### **Deputy Director Duties and Responsibilities**

The core duties and responsibilities of BIANYS' Operations Assistant will be to assist the Executive Director in the organization's daily operations. On any given day, they may perform a variety of tasks, such as:

- Manage social media accounts and BIANYS online presence

- Prepare communications: memos, emails, invoices, reports, and other correspondence
  - Manage membership billing and accounts via QuickBooks
  - Respond to member calls and emails in a timely and professional manner
  - Coordinate and schedule appointments and meetings; maintain calendars
  - Create communications/ webinars/ invitations on Canva, Eventbrite, Constant Contact
  - Create monthly newsletter on Constant Contact
  - Create and maintain filing systems
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### **Skills and Qualifications**

In order to effectively perform various duties, a Deputy Director (DD) must demonstrate a number of skills and qualifications. At the core, the DD is a support position, meaning that communications and decision-making are paramount. A few of the specific skills that all operations assistants should possess include:

- **Decision-making:** While the DD will receive support and training from experienced BIANYS personnel, the DD will need to make independent decisions on a daily basis, addressing the best way to handle specific tasks.
  - **Communications and collaboration:** An DD must collaborate with other administrators, vendors and support personnel, management, and members on a regular basis.
  - **Organizational skills:** Organization and prioritization are the core elements of the DD responsibilities. You must know how to keep yourself and others organized and how to determine which tasks are the most important in a given list.
  - **Writing:** Spelling, punctuation and sentence structure are essential to DD, who must be proficient in a variety of styles, including creative, professional, technical, educational, and more.
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### **Education & Experience**

- A degree is not required — BIANYS values experience, proven performance, attitude, and eagerness to learn
- Prior experience supporting operations, communications, or nonprofit programming is preferred but not required
- Familiarity with business incubators, accelerators, or startup ecosystems is a plus

### **How to Apply**

Email your **resume** and **cover letter** (and optionally, 1–2 references) to [admin@bianys.com](mailto:admin@bianys.com) with the subject line “**Deputy Director – [Your Name]**” by **September 26, 2025**.

**Your cover letter should clearly highlight:** Experience with business incubators, accelerators, or startup ecosystems; Relevant administrative or operational support experience; Skills in communications, marketing, or member engagement; Why you’re interested in supporting BIANYS and New York’s innovation economy